

Staff Induction and Development Policy 2026

Summary

The International British Theatre School (IBTS) recognises that a structured induction process is essential for maintaining high standards of care, safety, and professionalism.

This policy ensures that every new staff member receives consistent, high-quality induction and training to understand their responsibilities, uphold IBTS values, and comply with legal requirements.

1. Policy Statement

IBTS ensures that all staff are confident, competent, and supported in their roles.

A comprehensive induction enables new employees to:

- Understand the organisation's mission, ethos, and safeguarding culture.
 - Familiarise themselves with policies, procedures, and expectations.
 - Build professional relationships with colleagues, children, and parents.
 - Recognise their responsibilities under the **EYFS 2024** and **KCSIE 2025** frameworks.
-

2. Induction Programme

All new staff, contractors, and volunteers will receive a structured induction during their **first month** (or first day for temporary or seasonal staff).

The induction includes:

- **Introduction and Orientation**
 - Welcome meeting and team introductions.

- Tour of premises, including fire exits, evacuation routes, assembly points, first aid kit locations, and play areas.
- Identification of potential site-specific hazards and safe routes for movement between venues.

- **Policy Familiarisation**

- Safeguarding and Child Protection
- Health and Safety
- Equal Opportunities
- Data Protection and Confidentiality
- Behaviour Management
- Fire Safety and First Aid Procedures

Each staff member must sign a **Policy Confirmation Slip** to confirm they have read, understood, and will follow these procedures.

- **Role and Responsibility Overview**

- Daily routines, registers, and supervision ratios
- Duty rotas, absence reporting, and communication systems
- Code of Conduct and Professional Boundaries
- Use of mobile phones, photography, and confidentiality

- **Regulatory Frameworks**

- Overview of the **Early Years Foundation Stage (EYFS 2024)** requirements
 - Understanding the **Safeguarding and Welfare Standards**
 - Overview of IBTS's commitment to Ofsted and local authority compliance
-

3. Development and Training

IBTS provides all staff with continuing professional development opportunities to ensure quality and compliance across all settings.

Training is delivered through a mix of in-person workshops, online modules, and refresher courses.

Core Training

All staff will complete:

- **Safeguarding and Child Protection (Level 1 minimum)**
- **Prevent Duty Awareness**
- **Paediatric First Aid (where applicable)**
- **Health and Safety / Fire Awareness**
- **Equality and Diversity**
- **Data Protection (UK GDPR)**

Training records will be logged on the **Staff Training Register** and reviewed annually.

4. Appraisals and Reviews

- The **Manager** or **Director** will hold an **annual appraisal** with each staff member to review performance, identify achievements, and agree professional development goals.
 - **Quarterly reviews** will monitor progress and update training plans as needed.
 - Staff are encouraged to request additional training to support personal or professional growth.
-

5. Staff Meetings and Communication

Regular staff meetings provide opportunities to:

- Share information, updates, and good practice.
- Review safeguarding or operational concerns.
- Plan upcoming camps, rehearsals, or performances.
- Strengthen team cohesion.

Meetings are held **weekly during term camps** or at agreed intervals for part-time and seasonal staff.

6. Records and Evidence

The following documents are retained for all staff:

- Signed **Policy Confirmation Slip**
- **Training and Induction Record**
- **Appraisal and Review Notes**
- Evidence of DBS clearance and safeguarding training

All records are stored securely in compliance with the **UK GDPR** and are available for inspection by **Ofsted** or local authorities.

7. Monitoring and Review

The **Director** and **Manager** will review this policy annually to ensure alignment with Ofsted standards and legislative changes.

Feedback from staff induction evaluations will inform future improvements

Reviewed: 15 November 2025

Next Review Due: 15 November 2026

Policy Owner: Ben Whiteside, Director
International British Theatre School

